

# 3 steps to keeping **SAFE**



**1 Prevent**



**2 Be SMART**



**3 E-Safety**

Sutton College wants you to be safe and takes very seriously its responsibilities to provide a safe environment where all can study and work together.

Please take the time to read this important information.



**Sutton  
College**  
Adult Education



Education & Skills  
Funding Agency

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# The 'Prevent' Duty

## What is the 'Prevent' duty?

The 'Prevent' duty came into effect on 1st July 2015 as part of the Government's Counter-Terrorism and Intelligence Act 2015. It is a duty for public authorities, including colleges, to have "due regard to the need to prevent people from being drawn into terrorism".

## What is the 'Prevent' strategy?

The Government's 'Prevent' strategy aims to stop people being radicalised and covers a broad range of activities and initiatives. Sutton College support this strategy through our safeguarding policy.



### Prevent Lead Officer

If you have a 'Prevent' concern relating to Sutton College, please contact Roy Lee, Director of Curriculum on 020 8405 7021

## What is 'radicalisation'?

Radicalisation is the process through which an individual is encouraged or persuaded to adopt an ideology which supports terrorism. Someone who is in the process of becoming radicalised may begin to express extremist views or start making extremist comments. Their behaviour might also change and they may, for example, become withdrawn and moody.

## What should I do if I think someone is being radicalised?

If you have concerns that someone is being radicalised, you should inform your tutor immediately and provide an account of what you have heard or seen. Your tutor will then contact one of Sutton College's safeguarding officers who will determine the next stage.

## Sutton College Safeguarding Officers

If either yours or another learner's wellbeing and independence is at risk due to abuse or neglect, please say something.



**Kevin Standish**  
COLLEGE  
PRINCIPAL  
020 8405 7036



**Laurie Nicholls**  
DIRECTOR OF  
LEARNER SERVICES  
020 8405 7045



**Vicki Lucas**  
HEALTH & SAFETY  
OFFICER  
020 8405 7064

**Report a concern at [www.suttoncollege.ac.uk/students/safeguarding](http://www.suttoncollege.ac.uk/students/safeguarding)  
or email: [safeguarding@suttoncollege.ac.uk](mailto:safeguarding@suttoncollege.ac.uk)**

## 2 Be SMART at Sutton College

### S Safety

Do not give your home address, phone number or personal e-mail to other students at the College.

### M Meetings

Take care when arranging to meet fellow students outside the College. Consider whether you know them well enough to meet them.

### A Acceptable

Sutton College expects students to behave in a way that is in keeping with the British values of democracy, individual liberty, respect and rule of law.

### R Respect

It is important to respect staff and fellow students while at the college.

### T Tell

If the behaviour or comments of another student make you feel uncomfortable or if you see or hear anything that makes you feel uneasy or suspicious, please tell your tutor.

## 3 'Golden Rules' of E-Safety

- 1 Keep your personal details private. Do not give out your home address, phone number or personal e-mail address, or the personal details of anyone you might know. Only share your Sutton College e-mail address.
- 2 Do not give your Sutton College Google Classroom password to anyone else. Remember to 'Log-Out' whenever you have accessed your account.
- 3 Think about what you say or publish online and on Social Media (Facebook, Twitter, etc). Do not post any comments that are derogatory about people working or studying at Sutton College. If you read any comments that are detrimental to the College and/or a student or member of staff, please report it to Sutton College. Please do not upload photographs taken at the College or other information without the consent of those included. Sutton College cannot accept any responsibility for anything that is posted online by its students.



# Useful Links

Here are some links which will provide you with further information on the issues covered in this leaflet-

## Get Safe Online

<https://www.getsafeonline.org/>

Supported by HM Government and leading organisations in banking, retail, internet security and other sectors, this site provides practical advice on how to protect yourself, your computers and mobile device and your business against fraud, identity theft, viruses and many other problems encountered online.

## Sutton LSCP (Local Safeguarding Children Partnership)

<http://www.suttonlscp.org.uk/>

The role of the Safeguarding Children Board is to safeguard and promote the well-being of children and young people. This site contains advice and training for parents on how to keep children and young people safe.

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